

NSSRS Validations

User Guide

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NSSRS Validations

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Accessing NSSRS Validations

The NSSRS Validations website can be accessed through the NDE Portal under the Student and Staff Record System tab. Activation codes are available to access student and staff data, including programs and tools. Contact your district administrator to receive the appropriate activation codes.

Home Page

The screenshot shows the NSSRS Validations Home Page. At the top is the Nebraska Department of Education logo and the title "NSSRS Validations". Below this, the current district is "EXAMPLEVILLE PUBLIC SCHOOLS [99-9999]" and the current year is "2012-06-30". The current user is "bbaumfalk" with "NDE Super User" access. A menu bar contains links to Home, Errors, Verification Reports, Lookups by ID, System Lookups, and Exit. The main section is titled "NSSRS Validation Home" and displays "District Progress" information, including a window due date of "OCTOBER 17, REVISIONS ACCEPTED THROUGH OCTOBER 31". A table shows the number of records, errors, and warnings for various templates. Below the table is a "Change Window" section with a pull-down menu and a "Go" button. A copyright notice is at the bottom.

Template Name	Records	Errors	Warnings
STUDENT	0	0	0
STUDENT SNAPSHOT [OCTOBER]	0	0	0
SCHOOL ENROLLMENT	0	0	0
PROGRAMS FACT - EARLY CHILDHOOD	0	0	0
SPECIAL EDUCATION SNAPSHOT [OCTOBER]	0	0	0

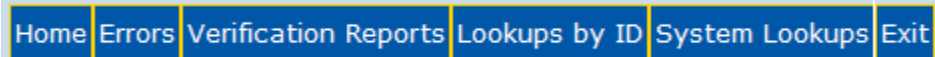
Change Window:
Choose [v] Go
[District Progress Help \(pdf\)](#)

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1. Displays current district.
2. Displays the current school year being reviewed. Click **Change Year** to review a different school year.
3. Displays user and access level. Click on **User Access link** to review permissions.
4. Menu bar containing links to Home, Errors, Verification Reports, Lookups by ID, System Lookups, and Exit. Hover over a menu item to review further selections.
5. Displays the collection being reviewed. To review a different collection, select one from the pull-down menu and click **Go**.
6. Displays district progress by templates submitted for a specific collection. Displays number of records, errors, and warnings for each template.

Menu Bar

Hover over an item in the menu bar to view additional selections.



Home Page

Clicking on this item at any time will return you to the home page.

Errors

- *Review Errors, Reprocess Errors, Error Summary*

Error Listing

Error Category	Errors	Warnings
EARLY CHILDHOOD	3	0
STATE AID	3	0

STATE AID RECORDS

Filter by Template Name
ALL Go

Error #	Error Description	Errors	Warnings
310	Missing School Enrollment Record With An Entry Enrollment Code For The Grade Reported On the October Student Snapshot Template. [OCTOBER STUDENT SNAPSHOT]	3	0
310	Missing School Enrollment Record With An Entry Enrollment Code For The Grade Reported On the October Student Snapshot Template. [SCHOOL ENROLLMENT]	3	0

Review Errors - Lists the current validation errors for the selected district and school year. Click on the **Category link** to view the errors within the category. Click on the **number link** in the *Errors* column to view the records resulting in the errors.

Reprocess Errors

Reprocessing errors will also update the District Progress information for the affected templates.

[Reprocess Student Templates](#)
[Reprocess Staff Templates](#)

Refresh Status

Request	Request Date	Status
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Reprocess Errors - Validation errors are automatically reprocessed on a nightly basis. To manually reprocess errors, click on **Reprocess Student Templates** or **Reprocess Staff Templates**. The process will take a few minutes; click **Refresh Status** to view the current status.

Validation Error List

Use the selections below to retrieve a list of all validation errors and warnings currently being run against data uploaded to NSSRS. This will NOT produce a list of the errors and warnings that currently apply to your district. To review these, click on "Review Errors" on the left-hand side of the screen.

All Errors:		Go
By Error Number:	<input type="text"/>	Go
By Error Category:	CHOOSE	Go
By Template Name:	CHOOSE	Go
Where Error Name Contains:	<input type="text"/>	Go

Error Summary – Use the available selections to view active validation errors.

Verification Reports

- *Student, Staff*

Student Verification Reports

☒ Report returned to web browser (can be printed or saved as PDF.)

☐ Report returned as Excel spreadsheet.

General and Miscellaneous

Assessment

Career Education

**Career Education - Perkins Verification - from the Programs Fact Template	Perkins Verification I	Student Template and Programs Fact Template with Career Education Records for the selected school year need to have been uploaded.
	Perkins Verification II	
Career Education - Post School Survey Reports	Completers with Diploma	Student Template and Programs Fact Template with Career Education Records for the selected school year need to have been uploaded.
	Post Graduate Activity	
	Students Missing Post Graduate Activity	
**Programs Fact - Career Education	View Report	Student Template and Programs Fact Template for the selected school year need to have been uploaded.

Early Childhood

Enrollment

Membership and Attendance

Special Education

Student Grades

Title I

Verification Reports – Click on either **staff** or **student** to view the available reports. To expand a category, click on the **name** and then click on the **report** you want to view.

Lookups by ID

- *Enrollment Lookup by ID, Expected Graduation Year, Student Lookup by ID*

Student Lookup by NDE Student ID

NDE Student ID

Lookups by ID – These lookups require the 10-digit NDE Student ID. Do not include the hyphens when searching for a student.

System Lookups

- *Assessment Student, Graduation Cohort Analysis Tool, Programs Fact, Special Education Snapshot, Student by Demographics, Student Summary Attendance, AYP Count Verification*

Assessment Student Lookup

This page should be used to resolve difference between the Assessment Verification Report and the district's records. The "Reset Form" button should be used between requests.

Location:

Choose

Category:

Choose

Grade:

Subject:

Standard:

Performance Level:

Choose

☒ Results in Browser ☐ Results in Excel

System Lookups – These tools allow you to create reports based on user defined parameters. Results may be displayed in the browser or in Excel.

Exit

- Use this tab to exit NSSRS Validations.